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Please Read and Preserve for Future Reference

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# CONSTITUTION AND BY-LAWS

... OF ...

THE MEN'S ASSOCIATION

... OF ...

St. Andrew's Church, Toronto



Adopted at the Regular Meeting of the Association, held in  
St. Andrew's Church Institute, on Monday,  
the 2nd day of May, A.D. 1898.



## ...A FEW PLAIN WORDS...

FOR THE

THOUGHTFUL ATTENTION  
OF THE MEN OF.....

### St. Andrew's Church, Toronto



*"Give, and it shall be given unto you; good measure, pressed down, shaken together, running over."*



On the memorial window over the pulpit in our Church three classes of persons are represented. He who needs assistance, he who passes by on the other side, and he who is actively rendering assistance. To which class do you belong in your relation to the Institute? You are either helping or you are not. If you are taking no part in the work, why not? There is variety enough to interest every man, young or old, and every woman too, in connection with the Church. Some who cannot give their personal services, give of their substance, which is equally valuable and necessary. Some assist in both ways, but many in neither. It is to endeavour to interest the latter, that these words are written, as well as to keep all in mind of the work to be done. Here is something of it in outline: Superintendents, teachers, librarians, athletes, ledger-keepers, tellers, visitors, collectors, entertainers, directors, etc., for Sabbath school, night school, gymnasium, club rooms, library, savings bank, summer outings, mothers' meetings, sewing school, cooking school, sing-

ing classes, and for the Men's Association, members; the giving of money for maintenance and equipment (it comes in sums ranging from 25 cents to 25 dollars), books and periodicals for library and club rooms, cast-off garments and groceries to assist the work of the Church Bible-reader, whose headquarters are in the Institute Building. The active work is not easy, no work that is good ever is, but no one has ever regretted time spent with the Institute boys and girls. The opportunity of assisting is a privilege as well as a duty. Offer voluntarily, do not wait to be asked, and do not give conscience an excuse; it is usually the busiest that have time for something more. The disinclination to get out of our rut is a weakness with many, overcome it for it is really cowardice, and none should lack courage in such a cause. Remember that every one has one talent or more which will fit some part, use what you have, do not keep it hid. In these latter days many seem to be more or less selfish, and prone to ask, what profit will I get out of it? To such, it may be said, you can win the love of those you help, but you will surely gain in experience, in tact, in self control, and in many other ways, if you will only engage in the work, and you will end by becoming unselfish. Let the memorial window be a constant reminder to you, every time you look at it of what you have left undone.

*"Why call ye me, Lord, Lord, and do not the things which I say?"*

- THE -

# CONSTITUTION AND BY-LAWS

—OF—

**The Men's Association**

—OF—

ST. ANDREW'S CHURCH, TORONTO



Adopted at a meeting of the Association held in St. Andrew's Church Institute, No. 80 Nelson Street, Toronto, on the 2nd day of May, 1898, when the following members of the Association were present: E. H. Walsh, President; C. N. Sutherland, 2nd Vice-President; R. J. MacLennan, Secretary; W. B. Rogers, Treasurer, and Messrs. James Massie, G. B. Burns, W. M. Bowie, Frank Kay, E. A. MacLaurin, S. R. Hart, George A. Keith, and F. C. Tisdell.

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# CONSTITUTION

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## ARTICLE I.

### NAME.

1. The name of this Society shall be "The Men's Association of St. Andrew's Church, Toronto."

## ARTICLE II.

### OBJECTS.

2. The objects of the Association shall be:
  - (1) The care, management and equipment of St. Andrew's Church Institute.
  - (2) The supervision and encouragement of the work conducted therein.
  - (3) The raising and expending of the moneys necessary for the support thereof.
  - (4) The cultivation of friendly intercourse among the members, and their mental and spiritual improvement by papers, essays, readings, debates, discussions, etc.
  - (5) And the advancement generally of the interests of the Church and Institute.

## ARTICLE III.

### MEMBERSHIP.

3. Every person is a member of the Association, who either contributes one dollar or upwards to the funds of the Association, or takes an active part in any of the work of the Institute, and who is either a mem-

ber or an adherent of St. Andrew's Church, Toronto, or any other person in sympathy with the objects of the Association.

4. Every member shall if required give his assent to the Constitution and By-laws, and shall undertake to the best of his ability to further the interests of the Association.

5. The members of the Session and of the Board of Managers of St. Andrew's Church, Toronto, shall be ex officio members of the Association.

6. Visitors may be introduced by members at any meeting and may take part in the proceedings, but they shall not be entitled to vote.

#### ARTICLE IV.

##### OFFICERS.

7. The officers of the Association shall be, an Honorary President, a President, first and second Vice-Presidents, a Secretary, an Association Treasurer, a Penny Savings Association Treasurer, an Auditor a Night School Visitor, a Gymnasium Visitor, and a Club Visitor.

8. There shall be appointed the following Committees: (1) The Executive Committee, which shall consist of the officers of the Association and five other members; (2) The Bank Committee and, (3) The Finance Committee.

9. The Minister of the Church shall always be the Honourary President; the other officers and members of committees shall hold office for one year, and shall be elected at the annual meeting by ballot. The num-



ber of members to compose the bank and finance committees shall be determined at the annual meeting. The visitors shall as far as possible be chosen from among the principal officers. The voting may be open instead of by ballot if the members present at the annual meeting so unanimously decide.

10. Any office becoming vacant between two annual meetings may be filled at any ordinary meeting by the votes of the members present.

## ARTICLE V.

### MEETINGS.

11. Regular meetings of the Association shall be held on the second Monday of each month (except during July and August), in the Institute building at 8 p.m., and five members shall constitute a quorum.

12. The regular January meeting shall be the annual meeting of the Association.

13. Special meetings may be called by the President as the interests of the Association may require at such time and place as he may appoint, and upon the request of any three members the President shall call a special meeting.

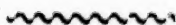
14. The meetings of the Association shall be announced, either by post card to the members, or by announcement from the pulpit, or in both ways.

## ARTICLE VI.

### AMENDMENTS.

15. The Constitution and By-laws may be altered or amended at any regular meeting of the Association

by the vote of two-thirds of the members present, provided that notice in writing shall have been given of the proposed alteration or amendment at the previous regular meeting, and provided further that post cards sent to the members shall have intimated that a change in the Constitution is to be considered.



## BY-LAWS

1. There shall be no formal election of members, any person who has contributed one dollar or upwards for the last or the current calendar year, or who is taking an active part in any of the work of the Institute shall be deemed a member of the Association.

2. The fee of one dollar or upwards shall be payable annually, and shall be for the calendar year in which it is paid.

3. No member shall be entitled to vote at any meeting, or be eligible for any office, unless either his fee for the preceding or for the current year has been paid, or unless he is then actually engaged in some work at the Institute. Only those members shall be entitled to vote who are members or adherents of St. Andrew's Church.

4. The care and management of the Institute shall be under such authority as has been delegated to the Association by the Board of Managers of the Church.

5. The Association shall appoint a caretaker for the Institute building upon such terms as may be considered reasonable.

6. The Association shall keep a list of all the furniture and furnishing and other chattels in the Institute building.

7. The supervision of the work conducted in, or in connection with, the Institute shall be under such authority as may be delegated to the Association by the Session of the Church.

8. The regular departments of work to be conducted in the Institute, or in connection therewith, on week days, shall be as follows:—

- (1) Night school for boys on Tuesday and Friday evenings during the winter months.
- (2) Gymnasium classes for boys on Monday and Thursday evenings during the winter months.
- (3) Penny Savings Association to be open for business on Saturday evenings from 7 to 9 p.m. all the year around, except in May, June, July, August and September, when the hours shall be 7.30 to 9 p.m.
- (4) Kindergarten classes during the day time under the direction of the school board of Toronto, subject to such arrangements as the Association may see fit to enter into.

- (5) Club meetings for boys and young men.
- (6) Summer games and outings for boys.
- (7) Such other classes for boys or men as may be determined upon from time to time.
- (8) Such classes for girls and women as the ladies of the congregation may desire to conduct, and which must not interfere with the regular work above enumerated.

9. The night school shall be in charge of a superintendent who shall be appointed annually by the Association, and who shall have charge of all work therein conducted, and shall report to the Association.

10. A nominal charge of one cent for each night's attendance shall be collected from all boys attending the night school, and when collected shall be paid over to the Association Treasurer.

11. The gymnasium shall be conducted by instructors who shall be appointed by the Association, or by the night school superintendent with the approval of the Association, and the qualification for attendance in the gymnasium shall be a prior two night's attendance in the night school.

12. No boy shall be received in any of the night school or gymnasium classes who attends any day school.

13. The Penny Savings Association shall be conducted by the Bank Committee, subject to such rules as the Bank Committee may from time to time frame, but all such rules shall be subject to the approval of the Association.

14. The Association shall appoint three Bank trustees who shall hold office until their successors are appointed, but every such appointment must be ratified by the Board of Managers of St. Andrew's Church.

15. All moneys on deposit with the St. Andrew's Church Penny Savings Association shall be kept with one of the Chartered Banks in the name of The St. Andrew's Church Penny Savings Association, except moneys permanently invested, and all cheques for withdrawals shall be signed by the Bank Treasurer and countersigned by one of the three bank trustees. All investments of moneys deposited with the Savings Association shall be subject to the approval of the three trustees, and all securities shall stand in their joint names.

16. The Bank books and securities shall be audited annually by two auditors, one shall be the Association auditor, and the second an auditor appointed by the Bank trustees.

17. It shall be the privilege of the Honourary President to attend all meetings of the Association when his pastoral duties will allow, and if he desires so to do, to preside thereat so as to assist the President in the performance of his duties.

18. It shall be the duty of the President to preside at all meetings of the Association, to enforce a due observance of the Constitution and By-laws, to decide all points of order subject to the appeal of the meeting, to call special meetings as provided in the Constitution and By-laws, and to exercise a general care and superintendence over the affairs of the Association.

19. In the absence of the President, one of the Vice-Presidents (according to their rank) shall preside, and in their absence a chairman chosen by the meeting.

20. The presiding officer shall not vote unless there be a tie, when he shall have the casting vote.

21. It shall be the duty of the Secretary to keep an accurate and full record of all proceedings of the Association and of the executive committee, to conduct all correspondence, to see that notices of all meetings are given, to keep a list of all members of the Association, and to prepare a report of the year's proceedings and work to be laid before the annual meeting.

22. It shall be the duty of the Association Treasurer to receive and account for all moneys belonging to the Association, to keep a written account of all receipts and expenditures, and to pay no sum unless the same has been passed by the Association or by the executive committee. He shall furnish to the auditor a statement of the finances of the Association up to the 31st day of December in each year, together with all books, vouchers and papers held by him, and shall present a duly audited report thereof at the annual meeting.

23. All moneys received by the Association shall be deposited in a duly chartered bank in the name of the Association, and shall be paid out only by cheques signed by the Treasurer and countersigned by the President, or one of the Vice-Presidents.

24. All moneys received or raised by the Association, or payable from any source whatever (other than

the Penny Savings Association deposits) shall go into the hands of the Association Treasurer, and no member of the Association, nor any person connected with the Institute, shall raise or collect moneys for any special purpose without the permission of the Association or of the executive committee, and all moneys collected or raised for any special purpose must be accounted for to the Association.

25. No bills shall be incurred for any purpose whatever, until the consent of the Association or of the executive committee has been first obtained, and all accounts against the Association shall be submitted to the Association or to the executive committee before being paid. In cases of urgency, however, the Treasurer may with the approval of the President incur bills, but they shall not be paid until they have been passed by the Association, or by the executive committee.

26. It shall be the duty of the Penny Savings Association Treasurer to exercise a general care over the business and affairs of the Savings Bank, and, among other things, to have the custody of the bank books, to see that all moneys received are as soon as possible deposited as provided by by-law 15, and to see that sufficient money is provided for withdrawals, to consult with the bank committee and to be guided by the opinion of the majority.

27. It shall be the duty of the Auditor to examine the books of the Association Treasurer and to report thereon at the annual meeting. It shall also be the duty

of the Auditor to act with another auditor (to be appointed by the Bank Trustees) in auditing the books and accounts of the Penny Savings Association, to which they shall be given all necessary access by the bank officers.

28. It shall be the duty of the Night School Visitor, to visit the night school from time to time, to consult with the night school superintendent, and to report to the Association.

29. It shall be the duty of the Gymnasium Visitor to visit the gymnasium classes from time to time and to report to the Association.

30. It shall be the duty of the Club Visitor to visit the club meetings held in the Institute and to report to the Association.

31. It shall be the duty of the Executive Committee to suggest plans of work, to look after the general interests of the Association and to report at any meetings of the Association. They may meet at any time at the call of any of the officers of the Association, and five shall form a quorum.

32. It shall be the duty of the Bank Committee to assist the Bank Treasurer in conducting and managing the business of the bank, and the committee shall frame rules as required in by-law 13. One of the members shall be appointed convener at the annual meeting. It shall be the duty of the convener to see that competent persons are on hand to conduct the business of the bank when it is open to the public.



33. It shall be the duty of the Finance Committee to assist the Association Treasurer in collecting or raising moneys for the purposes of the Association.

34. The order of procedure at meetings of the Association shall be as follows:—

- (1) Prayer or reading of the Scriptures.
- (2) Reading and confirming the minutes of the previous meeting.
- (3) Nomination and election of officers.
- (4) Communications.
- (5) Business arising out of the minutes.
- (6) Reports from committees and visitors.
- (7) Miscellaneous business.
- (8) Notices of motion.
- (9) Papers, essays or readings.
- (10) Debate or discussion.
- (11) Closing exercises, prayer or praise.

35. Any member desiring to speak must rise and address the Chair.

36. No question shall be submitted to the meeting until it has been reduced to writing by the mover, if required by the Secretary, nor until it has been seconded.

37. All questions shall be decided by a show of hands, but the chairman at the request of the mover of a resolution or amendment shall take a standing vote or record the yeas and nays.

38. Unless by permission of the chairman, no member shall be allowed to speak more than once on the same matter or motion, except the speaker who opens, who may speak in reply.

39. All rules of order and procedure at meetings of the Association shall, when not provided for in the Constitution and By-laws, be according to parliamentary practice.



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